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STATE OF NEW JERSEY
OFFICE OF THE ATTORNEY GENERAL
DEPARTMENT OF LAW AND PUBLIC SAFETY
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July 27, 2016
NOTICE OF JOB VACANCY
#16-184

An opportunity currently exists in the unclassified service within the Department of Law & Public Safety, Office of the Attorney General, for interested applicants who meet the minimum job requirements specified below:

TITLE: TBD (Civil Service Title)
Functional Title: Chief Diversity Officer

SALARY: TBD

LOCATION: Office of the Attorney General
Richard J. Hughes Justice Complex
Trenton, NJ 08625

NUMBER OF POSITIONS AVAILABLE: One (1)

DUTIES: The Department of Law and Public Safety, Office of the Attorney General (LPS) is seeking a highly motivated and engaged professional to serve as the first LPS Chief Diversity Officer (CDO). CDO duties will include, but not be limited to: development of an LPS Diversity & Inclusion Strategic Plan which provides measurable benchmarks, and reporting mechanisms, to ensure that the Department is advancing its mission for broad diversity and inclusion; implementation and monitoring diversity and inclusion efforts Department-wide; working closely with HR and the Divisions to recruit, develop and retain a diverse, qualified group of potential applicants; function as a liaison between managers and employees to address professional development concerns; identifying diversity and inclusion training needs; developing and implementing such training to educate all staff on issues related to diversity and inclusion; maintaining complete records of training programs, content, activities, and evaluations; developing metrics for measuring the effectiveness of the diversity initiatives implemented by the Department; preparing periodic reports to senior management detailing the Department's efforts and areas for improvement. Chair the Law and Public Safety Diversity Committee.

REQUIREMENTS

EDUCATION: Graduation from an accredited college or university with a Bachelor's degree.

EXPERIENCE: Six (6) to eight (8) years of increasingly responsible experience, in either the public or private sector, in the fields of Diversity and Inclusion, Equal Employment Opportunity (EEO) and/or Workforce Development. At least two years of this experience shall have included experience in an executive, managerial, or supervisory capacity. Demonstrable experience conducting training in the fields of Diversity and Inclusion, EEO and/or Workforce Development is required.

NOTE: A Master's Degree may be substituted for one year of the required experience. A Juris Doctor degree may be substituted for two years of the required experience.

If you meet the minimum requirements noted above and are interested in the position, please send a letter (including job vacancy number) and current resume before the closing date of August 24, 2016:

Recruitment Coordinator
Office of the Attorney General
P.O. Box 081
Trenton, NJ 08625-0085
or via email: LPS.Humanresources@lps.state.nj.us

The "New Jersey First Act," N.J.S.A. 52:14-7 (L. 2011, Chapter 70), requires new public employees to reside in the State of New Jersey within one (1) year of employment.

The Department of Law and Public Safety is an Equal Opportunity Employer and is committed to inclusive hiring and dedicated to diversity in our staff. We strongly encourage people from all groups and communities to apply.

